

Grant Management Application & Planning System (GMAP) Guide

TITLE I, PART D, SUBPART 1 – STATE AGENCY

Use any browser <http://gmap.education.ky.gov/>

1. Sign-in

2. Enter your email address and password.

3. Submit

If you have forgotten your password, then use the “Forgot your Password” link to reset password.

4. Click on the associated organization name or select “Funding Applications” from the Main Menu to go to the grant application.

3. Submit

The left menu allows for quick navigation between GMAP components. You can hover over menu items to view sub-menus.

Sections is the launching point to the pages of the application.

Sections

KDE test district (1000) Public District - FY 2018 - Title I Part D (State Agency) - Rev 0

Application Status: Not Started

Change Status To: [Draft Started](#)

[View Change Log](#)

Description (View Sections Only View All Pages)	Validation	Print Select Items
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print
Allocations		Print
Contacts		Print
Contacts		Print
Title I Part D (State Agency)	Messages	Print
Budget	Messages	Print
Budget Overview		Print
Program Details		Print
Section		Print

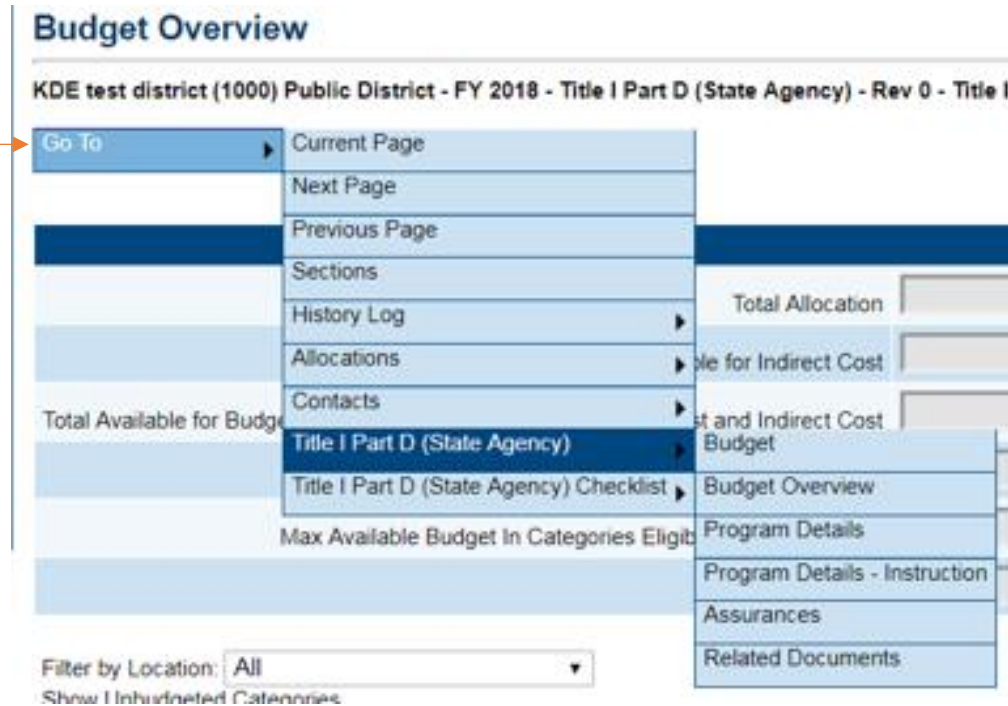
Information Bar

Status Area

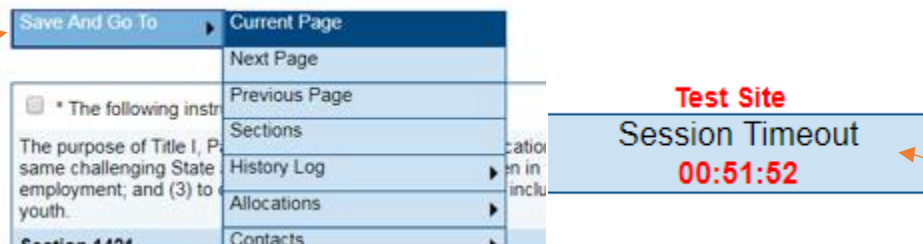
Links to individual pages

Collapse/expand sections

2



The Navigation Button allows you to save your work, navigate within the application and access any page. “Go To” is used on pages with no data entry.



Be sure to **SAVE YOUR WORK**. There is a 60-minute session time-out between saves. The time-out clock is located under the menu and shows time remaining. It automatically saves and resets to 60 minutes when you move to another page. Click on “Save and Go To” - “Current Page” to save and reset the time-out clock to continue working on the same page. **Work on current page will be lost if time-out clock goes past 60 minutes without saving.**

BUDGETBudget By Object Codes

	Category
Modify	314D - Program Budget
Modify	Transition Budget

Budget By Categories

	Object Code
Modify	0110 - Certified Services (Contract)
Modify	0111 - Extended Days (Contract)
Modify	0112 - Extra Duty (Contract)
Modify	0113 - Other Certified (Not part of the Contract)
Modify	0120 - Certified Substitute
Modify	0130 - Classified Salaries
Modify	0140 - Overtime
Modify	0150 - Classified Substitutes

You can budget by Category or Object Codes. To change the view click on “Budget by...” Click on “Modify” to begin working. If you do not see the word “Modify,” the application is not in “Draft Started” status or you do not have permissions. Only codes allowable for the grant type will be displayed.

Program Budget ▾

Add Item

Always use “Add item” for a new entry. Select “Object Code” from the drop down list.

Program Budget ▾

Add Item

Remove	Category	Object Code	Optional Location Code	Quantity	Cost	Line Item Total
	Program Budget			1	\$0.00	\$0.00
		0110 - Certified Services (Contract)				
		0111 - Extended Days (Contract)				
		0112 - Extra Duty (Contract)				
		0113 - Other Certified (Not part of the Contract)				
		0120 - Certified Substitute				
		0130 - Classified Salaries				\$0.00

Enter the total amount in “Cost” and write the description in the “Narrative Description.” Be sure to SAVE.

PROGRAM DETAILS

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Program Details

KDE test district (1000) Public District

Go To

☐ * Any State Agency that desires to receive funds to carry out a program under this subpart shall submit an application to the State Educational Agency that addresses the program goals, objectives, and performance measures.
 ☐ * The instructions below have been reviewed

The purpose of Title I, Part D funding is to (1) improve educational services for children and youth in local, tribal, and state institutions for neglected or delinquent children and youth so that such children and youth have the opportunity to meet the same challenging State academic standards that all children in the State are expected to meet; (2) to provide such children and youth with the services needed to make a successful transition from institutionalization to further schooling or employment, and (3) to prevent at-risk youth from dropping out of school, and to provide dropouts, and children and youth returning from correctional facilities or institutions for neglected or delinquent children and youth, with a support system to ensure their continued education and the involvement of their families and communities. [Title I, Part D, statute Section 1401]

A State Agency is eligible for assistance under Title I, PartD, Subpart 1, if such State Agency is responsible for providing free public education for children and youth who are:

1. In institutions for neglected or delinquent children and youth;
2. Attending community day programs for neglected or delinquent children and youth; or
3. In correctional institutions

Guidance:

<https://www2.ed.gov/programs/titleipartd/index.html>

Reservation of Funds:

Section 1418 of ESEA requires that each state agency shall reserve not less than 15 percent and not more than 30 percent of the agency's total Title I, Part D funds for transition activities.

\$150.00

The transition budget must be at least

\$300.00

and no more than

Facilities Served:

Name of Institution/Facility	Grades Served	Total Number of Classrooms	Number of Title I-D Eligible Students enrolled in School at Time of Application	Estimated Number of Students Participating in the Project This Year	Number of Personnel to be hired (FTE) using Title I Part D funds.				Allocation	Name of Person Responsible for Transition Services
					Teachers	Educational Assistants	Others	"Other" (specify)		
Select...										
Total:									\$0.00	

Transition activities conducted with Reserved Funds for children and youth age 20 and younger

* Indicate the types of transitional activities to be implemented with Title I, Part D, Subpart 1 funds:

☐ Projects that facilitate the transition of children and youth from state-operated institutions to schools served by LEAs.
 ☐ Instruction and training for elementary grades through high school diploma, and/or GED preparation, and GED certificate at alternative schools and learning centers.
 ☐ Instruction and training for pre-employment and/or vocational at alternative schools and learning centers for students in elementary grades through high school.
 ☐ Audit or attend courses on college, university, or community college campuses, or through programs provided in institutional settings for students that have a secondary school diploma or its recognized equivalent.
 ☐ Vocational programs partnered with private or public employers to transition students to postsecondary employment.
 ☐ Counseling services (personal, vocational and technical, and/or academic).
 ☐ Placement services designed to place the youth in a post-secondary educational or vocational program.
 ☐ Dissemination of information concerning, and assistance in obtaining, available student financial aid.
 ☐ Parental involvement activities
 ☐ Parent counseling

Session Timeout

00:58:15

1. Read and then mark the boxes.

2. Complete the "use of funds" chart & transition activities.

Select the facility from the drop down list. A minimum of one transition activity must be selected. If help is needed, select "Help for Current Page" from the menu or contact your N & D coordinators. Be sure to **save your work** periodically before time runs out.

GMAP Guide

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Save And Go To

All questions for Program Detail pages are required. Use NA if not applicable

* 1. Describe the program to be funded. Your description should include the type of program, program goals, capacity, placement of students, length of stay, and information on where educational services are provided (facility, LEA, etc.). Statute Section 1423(1)

Font Name Size

4. Complete the narratives to answer the questions completely.

* 2. Describe the characteristics of the children and youth to be served by the program. Your description should include age, gender, learning difficulties, substance abuse problems, and other special needs. Statute Section 1423(5)

Font Name Size

Session Timeout
00:59:43

Test Site

Assurances

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Production
Session Timeout
00:58:54

1. Read the assurances. Then mark the boxes.

☐ * I CERTIFY that the information provided is true and accurate to the best of our knowledge; that the necessary assurances of compliance with applicable regulations will be met; and, that the indicated agency designated in this application is authorized to administer this grant.

☐ * I FURTHER CERTIFY that the assurances listed below have been satisfied and that all facts, figures, and representation in this application are correct to the best of our knowledge.

1. Use the programs and services provided under this grant to address the needs set forth in the application and provide fiscal related information within the fiscal year timelines established for 1414(c).
2. Operate the programs and services provided under this grant so as not to discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status, or disability. Sec. 1414(c); 34.CFR §76.500.
3. Administer the program, activities, and services covered by this application in accordance with all applicable state and federal statutes, regulations, and the approved application. Sec. 1414(c).
4. Be required to ensure it, including its principals involved in any subtier covered transaction paid through federal funds, that requires such certification, to ensure it/they are not debarred, suspended, or voluntarily excluded from participation by a federal department or agency. (EDGAR-Part 85)
5. Administer this program in accordance with all applicable statutes, regulations, program plans, and applications. Sec. 1414.
6. Make reports to the Kentucky Department of Education (KDE) and the U.S. Secretary of Education as may be necessary to enable the state and federal departments to perform their duties and to afford access to the records, as the KDE or the U.S. Secretary of Education may find necessary to carry out their duties. Sec. 9304(a)(6); Sec. 1431.
7. File financial reports and claims for reimbursement in accordance with procedures prescribed by the Kentucky Department of Education.
8. Adopt and use proper methods of administering such program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients to correct deficiencies in program operations that are identified through audits, monitoring, or evaluation. Sec. 9306(a)(3); Sec. 1431.
9. Administer such funds and property to the extent required by the authorizing statutes. Sec. 1402.
10. Except for institution-wide projects, serve only those students who are failing, or most at-risk of failing, to meet the challenging State academic standards. Sec. 1415(a)(2)(B)(i).
11. Serve only those eligible students in the program who are in a state-funded educational program in order to improve the likelihood that the students will complete secondary school, attain a postsecondary education, or enter the workforce. Sec. 1418.
12. Base the program on an annual assessment of educational needs. Sec. 1414(c)(1).
13. Evaluate the program to determine its effectiveness to: (a) maintain and improve educational achievement; (b) accrue school credits that meet state requirements for grade promotion and completion of high school; (c) complete high school or high school equivalency; or (d) complete high school or high school equivalency. Submit the results of the evaluation completed for the immediate past program year with this application. Sec. 1414(c)(2).

Related Documents

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Required Documents

This page is currently not accepting Related Documents.

The required documents that need to be uploaded for each institution in this section includes the program plan, program budget, the needs assessment, and any interagency agreements/MOAs.

Document/Link
Upload New

Documents without a template:


- Click “Upload New” to upload a document.
- Choose “File” and locate the file from your computer. Any file can be uploaded (Word, Excel, pdf, text).
- Give the document a name that makes it easily identifiable.
- Click “Create.”

Documents with a template:

- Click on the template name to download the template.
- Complete the template.
- Save the completed template.
- Click “Upload New” to upload a document.
- Choose “File” and locate the file from your computer.
- Give the document a name that makes it easily identifiable.
- Click “Create.”

Returned Applications

Email will be sent to notify of returned application. Go to “Title I Part D (State Agency) Checklist” to view the needed corrections.

	Title I Part D (State Agency) Checklist
	Title I Part D (State Agency) Checklist
	All

GMAP Guide

Sections marked “Attention Needed” have comments from KDE Program staff.

Checklist Description (Collapse All Expand All)	
1. Title I, Part D State Agency Budget	Not Reviewed
1. The Program Budget Summary includes a description of items to be purchased. (beyond providing just the MUNIS object code descriptors) [Title I, Part D, statute Section 1416 (5)] and Section(s) 1414, 1415]	
2. The total budgeted amount matches the Title I, Part D, Subpart 1 allocation. [Title I, Part D, statute Section 1416 (5)] and section(s) 1414, 1415]	
3. The total budgeted amount for transition meets the Title I, Part D, Subpart 1 transition requirements. (15-30% of the allocation is reserved) [Title I, Part D, statute Section 1416 (5)] and section(s) 1414, 1415]	
4. The Transition Budget Summary includes a description of items to be purchased. (beyond providing just the MUNIS object code descriptors) [Title I, Part D, statute Section 1416 (5)] and section (s) 1414, 1415]	
2. Title I, Part D State Agency Program Details	Not Reviewed
1. Instructions have been marked read.	
2. Facilities served chart is filled in completely.	
3. Transition activities are marked. (minimum of one)	
3. Title I, Part D State Agency Program Details - Instruction	Not Reviewed
1. Student demographics (Number of students in the facility, Number/percent of students in special education programs, Number and percent of students by demographic categories: age, gender, race/ethnicity, and other meaning categories, The average length of stay for students in the facility, The percentage of students with limited English proficiency or who speak English as a second language.) Needs Assessment process (Data sources used, The an quality, and availability of instructional materials, including textbooks, supplementary resources, and technology. Other factors to be taken in to consideration, Procedure/ process for identifying needs) Needs Assessment Results (Description of facility needs, desired outcomes) [Title I, Part D, statute Section 1414(c)(1)] and [Title I, Part D, statute Section 1414 (c)(4)]	
2. Description of educational program (Number/ percent of students earning post-secondary course credits and/or vocational certificates, High school diplomas attained/ GED/ other degrees awarded, Comparative data (performa of students in various ethnic or programmatic subgroups), Instructional activities, programs, or strategies used to teach the State content and achievement standards) [Title I, Part D, statute Section 1414(c)(3)]	
3. Educational program (based on needs) (Description of IWP to be implemented, Instructional activities, programs, and strategies used to address student/facility needs, SA Goals addressed, The IWP targets student/facility nee Student Support (Support personnel, and other support staff, including transition services) [Title I, Part D, statute Section 1414(c)(4)]	

Use the “View Change Log” to see changes from any point in the application process. Changes identified by action taken (Delete, Update, Insert), detail of change, user making the change and a time stamp.

[View Change Log](#)

Description (View Section)

All

History Log

Change Log

Warren County (571) Public District - FY 2017 - Perkins - Rev 0

Return to Sections Page

The Change Log allows a user to view all changes that have occurred within the original application.

By selecting one of the statuses below, you will be presented with a list of all changes that occurred after that status change date for this original application or revision.

Draft Completed - 2/10/2016 5:33:01 PM

KDE Perkins Consultant Returned Not Approved - 2/10/2016 5:20:20 PM

District Superintendent Approved - 2/10/2016 5:16:15 PM

District Finance Officer Approved - 2/10/2016 5:16:09 PM

Draft Completed - 2/10/2016 5:16:03 PM

Draft Started - 2/10/2016 1:46:03 PM

Not Started - 2/2/2016 4:44:48 PM

Item Type	Action Name	Item Name	User	Date
Perkins Secondary - Related Documents	Insert	A Perkins Advisory Committee related document type with the name of advisory committees 2017 was added.	Mike Crawford	2/10/2016 5:31:57 PM
Perkins Secondary - Advisory Committees	Insert	Advisory Committee will be submitted through a related document is now selected	Mike Crawford	2/10/2016 5:31:29 PM
Perkins Secondary - Budget	Update	Update to Perkins Secondary - Budget - Technology Software - Warren County - Equipment/Software - Description changed from "Specs, add-on software" to "Mobile Perkins software, document servers, and desktop computer" amount changed from \$1323.00 to \$17500.00. Total updated to \$17500.00	Mike Crawford	2/10/2016 5:30:07 PM
Perkins Secondary - Budget	Insert	Budget Created: Perkins Secondary - Budget - Technology related Hardware - Warren County - Equipment/Software - Total updated to \$13326.00	Mike Crawford	2/10/2016 5:30:07 PM
Perkins Secondary - Budget	Update	Update to Perkins Secondary - Budget - Registration Fees - Warren County - Support Services - Description changed from "Registration to conferences, Travel to PCLEA, PBLA, and PPA Conferences" to "Registration to conferences", amount changed from \$14652.00 to \$7450.00. Total updated to \$7450.00	Mike Crawford	2/10/2016 5:28:02 PM
Perkins Secondary - Budget	Insert	Budget Created: Perkins Secondary - Budget - Travel - Warren County - Support Services - Total updated to \$7500.00	Mike Crawford	2/10/2016 5:28:02 PM

New Versions

A version is created when changes are needed for an Approved application. New allocation for an “Approved application will create a new version. The district can initiate a new version at any time. The “Sections” page has a column indicating changes from the previous version.

The diagram illustrates the process of viewing a new version of an application. On the left, a table with columns 'Revision', 'Details', and 'Validation' shows multiple revisions. An arrow points from a 'Details' cell in one of the revisions to a detailed view on the right. This view, titled 'm to Sections Page', contains sections for 'cations', 'Part A', 'Part B', and 'Table Services for Private Schools'. Each section provides specific details about budget changes, such as 'Title I Part A Original amount changed from \$3,401,328.00 to \$3,400,904.00' and 'Cost was updated from \$166,154.72 to \$165,730.72 for Budget Detail record Object Code 0110 Certified Services - (Contract - Category Administrative director salary and benefits, 1.0 administrative assistant salary and benefits.)'.

Status Sequence

- Not Started
- Draft Started
- Draft Completed
- District Finance Officer Approved or Returned Not Approved
- District Superintendent Approved or Returned Not Approved
- KDE Consolidated Consultant Approved or Returned Not Approved

Printing

- From the “Sections” page, select pages to print
- Click on “Print”

	Title I Part D (State Agency)	Messages	Print
	Budget	Messages	Print
	Budget Overview		Print
	Program Details		Print
	Program Details - Instruction		Print
	Assurances		Print
	Related Documents		Print

- Enter the name for print product

Print Request

KDE test district (1000) Public District - FY 2018

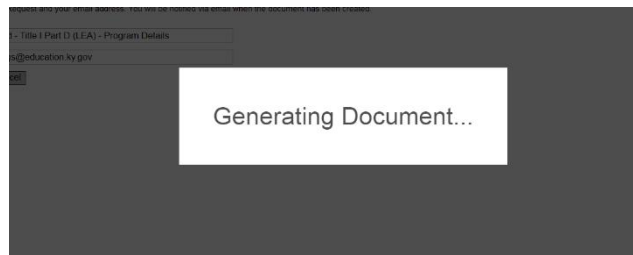
When printing large documents, it is sometimes necessary to store them in a "Print Repository" to speed up the GMAP System.

Please enter a name for the Print Request and your email address. You will be notified via email when the document has been created.

Document Name:

Email Address:

- Go to KDE Resources
- Open pdf
- Print or Save from PDF



KDE Resources

KDE test district (1000) Public District - FY 2018

Below is your list of Print Requests.

Print Request Name	Request Date	Expiration Date	Delete
Title I Part D (State Agency) - Title I Part D (State Agency).pdf	6/29/2017 2:02:02 PM	7/4/2017 2:02:02 PM	Delete

KDE Resources Search

Choose Keyword:

Or Enter Text:

Below are the KDE Resources. Expand the nodes to view the folders and documents

KDE Resources [Expand All] [Collapse All]

- User Access Administrators
- GMAP Application Training (All Users)